

FILED: *Records*  
RETURN TO

VITAL MATERIALS REPORT FOR WEEK ENDING - 6 AUGUST 1954  
RECORDS MANAGEMENT DIVISION

1. <u>TYPES OF MATERIAL</u>	<u>DEPOSITS</u>	<u>WITHDRAWALS</u>	<u>BALANCE</u>
A. (Measured in cubic feet)			
Documents	1.9	0	174.8
Maps	0	0	43.4
Negatives	0	0	125.2
Cards (other than IBM)	0	0	4.2
			<u>347.6</u>
B. (Measured by actual count)			
Cards (IBM)	22,305	8,400	3,876,508
Film (Reels) 35mm	268	0	5,528
Film (Reels) 16mm	476	6	2,101

2. MATERIAL NOT ON MACHINE INVENTORY OR AVAILABILITY REGISTER

<u>OFFICE</u>	<u>CABINETS</u>
Commo.	1
OCD	1
OCI	1
ORR	1
** CSI	2
* DD/P	<u>31</u>
Total	37

3. ACTIVITY OF OFFICE PROGRAMS

A. Total Offices	21
1. Number of Offices Depositing	20
2. Number of Offices Not Depositing	1
(Audit Office-Letter of Exception 5 Feb.52)	
B. Number of Offices With Established Schedule	10
C. Number of Offices in Which Schedules are to be Established.	10
D. Offices Depositing This Week	10
E. Offices Delinquent in Depositing	2
(No deposit in last 30 days)	
Directors Office - No deposit since 18 June 54	
DD/I - No deposit since establishment of schedule on 11 May 54	

\* Material not accessible to Repository personnel.

\*\* One of two cabinets not accessible to Repository personnel.

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